

2-5482

1 February 1952

MEMORANDUM FOR: Comptroller

SUBJECT : Extracts from Inspector General's Report

1. The following extracts from the report made by the Inspector General to the Director are quoted for your information:

"Finance Officer with a cash box should open an office at the Pool once a week to cash paychecks for uncleared, unvouchered employees, and to adjust per diem and travel allowances for such employees and cash their allowance checks. The administrative officers now in the Pool spend far too much time trying to straighten out travel and per diem allowances for covert employees. They sometimes spend a whole morning on the telephone trying to solve this problem for one person."

2. On 23 January 1952, the Director approved the Inspector General's recommendation that temporary employees on confidential funds roster be paid every two weeks, and that a Finance Officer be at the Pool one afternoon a week to cash checks.

3. Please implement this at the earliest practicable date and advise me when it has been done.

L. K. WHITE
Assistant Deputy Director
(Administration)

ADD/A:LKW:jc

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